



Requesting a Progress Review – Employee

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➤ Requesting a Progress Review

1. Log into SPACE using the Systems Launcher on the Human Resources (HR) Portal:

<https://hr.nasa.gov/>

Note: SPACE must be accessed from a NASA computer or via Virtual Private Network (VPN).

2. Click the **Progress Review(s)** tab

3. Click **Request Progress Review**

The screenshot shows the SPACE interface with the 'Your Performance Plan' tab selected. Below the tabs, there is a table with the following columns: Date Established, Type of Progress Review, Current Status, and Progress Review Action. The 'Request Progress Review' button is circled in red.

4. Click **OK** on the popup window

The screenshot shows a popup window titled 'Message from webpage' with the text: 'Are you sure you wish to notify your Rating Official that you want a Progress Review?'. The 'OK' button is circled in red.



SPACE

Standard Performance Appraisal Communication Environment

5. You will be carbon copied on the e-mail sent to your Rating Official requesting a progress review

An email requesting a progress review has been sent to your Rating Official.

SPACE is an automated performance management tool that is fully compliant with the requirements of the NASA Employee Performance Communication System (EPCS).

Supervisor View

Awards

Your Performance Plan

Plan Summary

Track
Accomplishments

Progress Review(s)

Final Rating

Historical Plans

Date Established	Type of Progress Review
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Current Status

Progress Review Action
